



**Government of India**  
**Ministry of Defence**  
**Defence Research & Development Organization (DRDO)**  
**रक्षा धतुकर्मीय अनुसंधान प्रयोगशला (डीएमआरएल)**  
**Defence Metallurgical Research Laboratory (DMRL)**  
**P.O. Kanchanbagh, Hyderabad-500 058**

**दिनांक/Dated: 22<sup>nd</sup> May, 2025**

**Date of Publication on DRDO Website: 22<sup>nd</sup> May, 2025**

**Last Date for Receipt of Applications: 11<sup>th</sup> June, 2025**

**(with 21 days closing duration)**

**CIRCULAR**

**Engagement of retired Government Officials as 'Consultant' in DMRL, Hyderabad on contract basis**

1. DRDO/DMRL invites applications from retired officials from Central Government/ State Government/ PSU / Autonomous Bodies having considerable experience of functioning of Central Government Ministries/ Departments for engagement as Consultant on short term contract basis as per Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below.

**2. Brief Description about the Requirement:-**

Post code	No. of Posts.	Pay Level of Retired Official	Category	Terms of Reference (TOR) Enclosed at	Contract duration/ period	Location
2025/DMRL/268	1	Level-9/10/11 of Pay Matrix as per approved 7th CPC	Technical	Annexure-I	One year and extendable as per norms	Hyderabad
2025/DMRL/269	1	Level-9/10/11 of Pay Matrix as per approved 7th CPC	Technical	Annexure-II	One year and extendable as per norms	Hyderabad

2025/DMRL/270	1	<b>Level-9/10/11</b> of Pay Matrix as per approved 7th CPC	Technical	Annexure-III	One year and extendable as per norms	<b>Hyderabad</b>
2025/DMRL/271	1	<b>Level-9/10/11</b> of Pay Matrix as per approved 7th CPC	Technical	Annexure-IV	One year and extendable as per norms	<b>Hyderabad</b>
2025/DMRL/272	1	<b>Level-9/10/11</b> of Pay Matrix as per approved 7th CPC	Technical	Annexure-V	One year and extendable as per norms	<b>Hyderabad</b>
2025/DMRL/273	1	<b>Level-9/10/11</b> of Pay Matrix as per approved 7th CPC	Technical	Annexure-VI	One year and extendable as per norms	<b>Hyderabad</b>
2025/DMRL/274	1	<b>Level- 7/8/9</b> of Pay Matrix as per approved 7th CPC	Admin	Annexure-VII	One year and extendable as per norms	<b>Hyderabad</b>
2025/DMRL/275	1	<b>Level-8/9/10</b> of Pay Matrix as per approved 7th CPC	Admin	Annexure-VIII	One year and extendable as per norms	<b>Hyderabad</b>

### **3. Eligibility Criteria:**

- Officers/Officials who have retired from Central/State Govts. PSUs. Autonomous Bodies, Universities, Govt. R&D Organizations and possessing practical knowledge and experience in the field for which he/she is applying (as per TOR).
- Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
- He/ She should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.
- The applicant must have had unblemished Service Record.
- The applicant must have retired at prescribed PAY LEVEL as mentioned above.

**4. Age-Limit:** The maximum age limit for all categories of retired Govt. employees for applying will be 63 years as on closing date of application.

**5. Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed. The details of Remuneration and Conveyance Allowance are as follows:

Category	Remuneration			Conveyance Allowance
Pensioners	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.			Rs.3,000/-
For Govt. Employees retired under National Pension Scheme (NPS)	An amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.			
Non-Pensioners	Pay level of Retired official	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration per month	
	Pay Level - 7 of the above post code	₹ 40,000 - ₹ 1,40,000	₹ 30,000/-	
	Pay Level - 8 of the above post code	₹ 50,000 - ₹ 1,60,000	₹ 40,000/-	
	Pay Level - 9 of the above post code	₹ 60,000 - ₹ 1,80,000	₹ 40,000/-	
	Pay Level - 10 of the above post code	₹ 60,000 - ₹ 1,80,000	₹ 40,000/-	
	Pay Level - 11 of the above post code	₹ 70,000 - ₹ 2,00,000	₹ 50,000/-	

**6. Other Allowances:** Consultants shall not be entitled to any kind of allowance/ benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement etc. However, should they require to travel inside the country in connection with the official work of the organization, he/ she would be entitled to TA/ DA at the rate commensurate with his/her Grade Pay / Pay Level (as may be applicable) from which he/she retired.

**7.** The ‘Consultant’ shall follow the normal working hours of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.

**8. Drawal of Pension:** A retired Govt. official appointed as a Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as a Consultant, if eligible. His / Her engagement as Consultant shall not be construed as a case of re-employment.

**9. Leave:** Paid Leave of absence, at the rate of 1.5 days for each completed month of service, is admissible. However, no accumulation of leave beyond a calendar year may be allowed.

**10.** No retired Government Servant shall be eligible for appointment as a Consultant unless there is a gap of fifteen (15) days between his/her retirement and appointment as Consultant. The broad terms and conditions of the contract is annexed at Appendix– A.

11. Interested eligible retired officials of Central Government / State Government / PSU/Autonomous Bodies may submit their applications in the enclosed **Format at (Appendix-B)** along with all the requisite supporting documents as referred in the application to the following address or by email to [director.dmrl@gov.in](mailto:director.dmrl@gov.in) with the subject line “**Application for Consultant**” within the stipulated period:

**The Director,  
Defence Metallurgical Research Laboratory (DMRL),  
Government of India, Ministry of Defence,  
Defence Research & Development Organization (DRDO),  
P.O. Kanchanbagh, Hyderabad, Telangana-500 058**

12. Cut-off date for receipt of application is **21 days from the date of publication of Advertisement.**

**List of Enclosures:**

<b>Enclosure</b>	<b>Subject/Mater</b>
Annexure-I	Terms of Reference for Post Code 2025/DMRL/268
Annexure-II	Terms of Reference for Post Code 2025/DMRL/269
Annexure-III	Terms of Reference for Post Code 2025/DMRL/270
Annexure-IV	Terms of Reference for Post Code 2025/DMRL/271
Annexure-V	Terms of Reference for Post Code 2025/DMRL/272
Annexure-VI	Terms of Reference for Post Code 2025/DMRL/273
Annexure-VII	Terms of Reference for Post Code 2025/DMRL/274
Annexure-VIII	Terms of Reference for Post Code 2025/DMRL/275
Appendix-A	Broad Terms and Conditions of the Contract
Appendix-B	Proforma of Application

**DIRECTOR  
DMRL, HYDERABAD**

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**Government of India**  
**Ministry of Defence (DRDO)**  
**Terms of Reference (ToR) for Engagement of Consultant [Level-09/10/11] in**  
**Electrical Furnace Maintenance in DMRL**  
**Post Code: 2025/DMRL/268**

**1. Whether the proposed engagement is against vacant post or for specific work or project:**

Proposed engagement is required to carry out specific work assignments related to maintenance of electrical furnaces and related work in DMRL

**2. Precise statement of Objectives for appointment of consultant is required:** To undertake assignments related to maintenance of electrical furnaces (resistance/induction), to oversee operations, troubleshooting

**3. Category of Work:** Technical

**4. Number:** One

**5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 9/10/11

**6. Discipline or domain, where engagement of consultancy is required:**

**Maintenance/Operation/Troubleshooting of Electrical Furnaces/Equipment and related work**

Essential Qualification: Diploma in Electrical Engineering

Desirable Qualification: B.E./B.Tech. in Electrical Engineering

**7. The expertise/skills/knowledge required for engagement as consultant:**

- i. The individual should have at least 10 years of experience in maintaining electrical furnaces (resistance/induction), should have sound understanding of design and construction of furnaces, other electrical equipment
- ii. To identify causes related to malfunctioning and prescribe methods for troubleshooting
- iii. Have experience in calibration of temperature sensors, pressure sensors and other sensors used in the furnaces

**8. Outline of the tasks to be carried out:**

- i. To inspect electrical furnaces prior to their operations, identify issues if any, prescribe methods for repair/troubleshooting
- ii. To oversee maintenance of furnaces and their overall functioning
- iii. To prepare periodical reports regarding maintenance of furnaces, calibration status, inform users regarding expiry of calibration
- iv. To talk to various agencies for undertaking calibration of sensors, undertake necessary steps to process cases to calibrate the sensors

**Government of India**  
**Ministry of Defence (DRDO)**  
**Terms of Reference (ToR) for Engagement of Consultant [Level-09/10/11] in**  
**Non-Destructive Testing in DMRL**  
**Post Code: 2025/DMRL/269**

**1. Whether the proposed engagement is against vacant post or for specific work or project:**

Proposed engagement is required to carry out specific work assignments related to Non-Destructive Testing (NDT) of Components in DMRL

**2. Precise statement of Objectives for appointment of consultant and discipline or domain where engagement of consultant is required:** To undertake assignments related to NDT of engineering components

**3. Category of Work:** Technical

**4. Number:** One

**5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 9/10/11

**6. Discipline or domain, where engagement of consultancy is required:**

**Non Destructive Testing**

Essential Qualification: Diploma in Physics or Metallurgy

Desirable Qualification: M.Sc. in Physics or B. Tech. in Metallurgy

**7. The expertise/skills/knowledge required for engagement as consultant:**

- i. The individual should have 10 years of experience in NDT of engineering components using various methods such as Dye Penetrant Tests, Ultrasonic Testing, familiarity with the procedures of these testing
- ii. The individual should be conversant with different methods as described above with sound interpretation of defects and understanding therein.

**8. Outline of the tasks to be carried out:**

- i. To undertake NDT of engineering components, test samples as per the established methods
- ii. To interpret NDT test results for presence of defects, anomalies etc
- iii. To prepare test reports for verification

**Government of India  
Ministry of Defence (DRDO)  
Terms of Reference (ToR) for Engagement of Consultant [Level-09/10/11] in  
Melting and Casting in DMRL  
Post Code: 2025/DMRL/270**

- 1. Whether the proposed engagement is against vacant post or for specific work or project:**  
Proposed engagement is required to carry out specific work assignments related to melting and casting of metals and alloys in DMRL
- 2. Precise statement of Objectives for appointment of consultant is required:** To undertake assignments related to melting and casting of metals and alloys using various furnaces such as induction furnaces, resistance furnaces etc.
- 3. Category of Work:** Technical
- 4. Number:** One
- 5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 9/10/11
- 6. Discipline or domain, where engagement of consultancy is required:**  
**Melting and Casting of Metals and Alloys**  
Essential Qualification: Diploma in Metallurgical Engineering  
Desirable Qualification: B.E./B.Tech. in Metallurgical Engineering
- 7. The expertise/skills/knowledge required for engagement as consultant:**
  - i. The individual should have at least 10 years of experience in melting and casting of metals and alloys using various furnaces such as electrical resistance furnaces, induction furnaces etc.
  - ii. The individual should be conversant with the melting of different alloys such as aluminium alloys, Ni based alloys, Steels etc. using different furnaces. The individual should know the current practices being followed for melting, precautions to be taken for smooth operation, to avoid contamination, accessories, crucibles used etc to maintain desired quality of the casts.
- 8. Outline of the tasks to be carried out:**
  - i. To undertake melting of different alloys using the available furnaces, recovery of casts, preparation of cast samples for further tests through necessary sampling procedures
  - ii. To examine the quality of ingots through physical examination and to undertake chemical analysis through careful sampling
  - iii. To undertake maintenance of the furnaces used for melting, execute AMCs, look for issues, malfunctioning of accessories if any, immediate action for repair and renovation, coordinate with maintenance group, to keep the furnaces in optimal running conditions
  - iv. To talk to various agencies for undertaking calibration of sensors, undertake necessary steps to process cases to calibrate the sensors

**Government of India**  
**Ministry of Defence (DRDO)**  
**Terms of Reference (ToR) for Engagement of Consultant [Level-09/10/11] in**  
**Design of Components in DMRL**  
**Post Code: 2025/DMRL/271**

**1. Whether the proposed engagement is against vacant post or for specific work or project:**

Proposed engagement is required to carry out specific work assignments related to Solid Modelling, Surface Modelling

**2. Precise statement of Objectives for appointment of consultant and discipline or domain where engagement of consultant is required:** To undertake assignments related to design of components, dies using various relevant CAD software

**3. Category of Work:** Technical

**4. Number:** One

**5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 9/10/11

**6. Discipline or domain, where engagement of consultancy is required:**

**Design of Components**

Essential Qualification: Diploma in Mechanical

Desirable Qualification: Post Graduation in Diploma in Tool Design or BE/BTech in Mechanical Engineering

**7. The expertise/skills/knowledge required for engagement as consultant:**

- i. To be able to read Engineering Drawing
- ii. To develop 3D CAD model, Manufacturing drawing
- iii. The individual should have experience in design of components, dies using relevant CAD based software

**8. Outline of the tasks to be carried out:**

- i. To undertake assignments to read engineering drawings and interpretation
- ii. Develop 3D CAD models of engineering components
- iii. To develop 2D manufacturing drawing



**Government of India**  
**Ministry of Defence (DRDO)**  
**Terms of Reference (ToR) for Engagement of Consultant [Level-09/10/11] in**  
**Extraction of Metals in DMRL**  
**Post Code: 2025/DMRL/272**

**1. Whether the proposed engagement is against vacant post or for specific work or project:**

Proposed engagement is required to carry out specific work assignments related to extraction of metals and alloys in DMRL

**2. Precise statement of Objectives for appointment of consultant is required:** To undertake process development assignments related to metal extraction from ores.

**3. Category of Work:** Technical

**4. Number:** One

**5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 9/10/11

**6. Discipline or domain, where engagement of consultancy is required:**

Experience in extractive techniques of metals

Essential Qualification: BSc in Chemistry or Diploma in Chemical Engineering

Desirable Qualification: MSc in Chemistry or B.E./B.Tech. in Chemical Engineering

**7. The expertise/skills/knowledge required for engagement as consultant:**

- i. The individual should have at least 15 years of experience in extractive metallurgy of metals. He should be familiar with various operations related to metal extractions ( leaching etc), challenges and issues in metal extraction, trouble shooting
- ii. Process control and data acquisition through PLC
- iii. Should have working knowledge on monitoring of pressure flow of gases such as nitrogen and hydrogen.
- iv. Work experience in any recycling plant is desirable and W extraction would be preferable.

**8. Outline of the tasks to be carried out:**

- i. To assist in undertaking various experimental trials to refine processing of extraction
- ii. High temperature furnace operation (Hydrogen furnace operation at plant level would be preferable).
- iii. Assist in setting up of a chemical plant for extractive metallurgy.
- iv. Documentation on experimental data and preparation of reports

**Government of India**  
**Ministry of Defence (DRDO)**

**Terms of Reference (ToR) for Engagement of Consultant [Level-09/10/11]**  
**(Full Stack Java Developer) to design and develop web application to automate HR**  
**office processes in DMRL**  
**Post Code: 2025/DMRL/273**

**1. Whether the proposed engagement is against vacant post or for specific work or project:**

Proposed engagement is required to carry out specific work of designing software for HR web based application for DMRL employees.

**2. Precise statement of Objectives for appointment of Consultant and discipline or domain where engagement of consultant is required:** Engagement of consultant is required to primarily design and develop HR web based applications to maintain, search/sort and for graphical representation of training related information of employees.

**3. Category of Work:** Technical ( Design& develop HR web application)

**4. Number:** One

**5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 9/10/11

**6. Discipline or domain, where engagement of consultancy is required:** Competent in Web Applications

**Essential Qualifications:** B.E/B.Tech in Comp/ IT (or) M.Sc in Computer Science/ IT (or) MCA.

**7. The expertise/skills/knowledge required for engagement of consultant:**

- i. Minimum 7-10 years of experience in designing web applications.
- ii. Experience and expertise in Full Stack Development and well aware about SDLC
- iii. Design and develop high performance, scalable Java Based Web Application.
- iv. Self reliant for all technical matters related to web development.
- v. Strong in Object oriented programming and software designing.
- vi. Knowledge on the technologies required is given below:

<b>Languages</b>	Core Java, J2EE, Advanced Java (1.8 or higher)
<b>Application Framework</b>	Spring, Springboot, Spring MVC
<b>Communication framework and logger framework</b>	RESTful Services for communication and SLF4J or Log4j etc for logging.
<b>Database</b>	<ul style="list-style-type: none"> <li>• MySQL, PL/SQL, Mariadbetc with knowledge on backup, recovery and troubleshooting.</li> </ul>
<b>ORM and database connectivity</b>	JPA, Hibernate and JDBC
<b>Integration/ Version Control system and Build Tools</b>	Git/ SVN and Maven
<b>Application Server</b>	Apache Tomcat or similar etc
<b>IDE</b>	Knowledge on any of the IDEs such as Eclipse, Spring Tool Suite, IntelliJ, Netbeans etc.

<b>Testing Technologies</b>	Knowledge on any of the tools for testing, code coverage and quality etc such as JUnit/Mockito/Spring Test/SonarQube/Postman/Jmeter/Jenkins etc. will be advantage
<b>Front end technologies</b>	<ul style="list-style-type: none"> <li>• Knowledge of Javascript, Angular JS, JQuery, HTML 5, CSS3, Bootstrap, AJAX, XML, JSON.</li> <li>• Knowledge on JavaScript libraries for Data visualization such as d3.js/c3.js,/ chart.js, chartist.js, Plotly.js etc.</li> </ul>
<b>OS</b>	Both Linux (Ubuntu etc) and Windows
<b>Knowledge of Technologies (Optional/ Good to have) (Desirable)</b>	<ul style="list-style-type: none"> <li>• Knowledge of networking, PHP, PHP related frameworks such as Laravel, Yii2,etc , NodeJS, ReachJS etc and CMS (such as Wordpress, Drupal etc.) is an added advantage.</li> <li>• Knowledge in Graph visualization database such as Neo4J or similar etc.</li> </ul>

## 8. Outline of the task to be carried out:

- i) Designing, developing and maintaining Web-based application modules conforming to the functional integration, performance and user experience requirements.
- ii) Requirement gathering, documentation, usecase and testcase preparation.
- iii) Design the application's architecture ensuring scalability and performance optimization.
- iv) To develop web application with features included such as:
  - a. Develop a real-time dashboard to display necessary statistics and key performance indicators (KPIs).
  - b. Implement approval workflows for user applications to streamline decision-making processes and also to include alert notifications via email or application on every step of the workflow.
  - c. Incorporate robust search and filtering options to enhance user experience and facilitate quick data retrieval.
  - d. Develop modules for generating comprehensive downloadable reports based on user queries, enabling detailed data analysis.
  - e. Integrate user authentication and authorization features to ensure secure access to web application and database.
  - f. Develop user application tracking modules to monitor user interactions and application performance.
- v) Troubleshooting and resolving the reported issues and replying to queries in a timely manner.
- vi) Improve the code quality by implementing software engineering best practices.

**8. Estimated time period required for completion of tasks:** Initially, the appointment may be considered for one year, further extension, will be decided based on the approval of the competent authority

**Government of India  
Ministry of Defence (DRDO)  
Terms of Reference (ToR) for Engagement of Consultant [Level- 7/8/9] in  
Finance and Cash Section in DMRL  
Post Code: 2025/DMRL/274**

- 1. Whether the proposed engagement is against vacant post or for specific work or project:** Proposed engagement is required to carry out specific work assignments in Finance & Cash and Secretarial work relevant to the functioning of DMRL.
- 2. Precise statement of Objectives for appointment of consultant and discipline or domain where engagement of consultant is required:** To undertake assignments related with Finance & Cash and Secretarial work relevant to the functioning of DMRL.
- 3. Category of Work:** Non-Technical
- 4. Number:** One
- 5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 7/8/9
- 6. Discipline or domain, where engagement of consultancy is required:**  
Finance and Cash
- 7. Outline of Tasks to be Carried out:** Consultant is required to have sound experience in Finance/Administration, to carry out activities effectively and smoothly meeting targets framed within deadlines.
  - (i) Should be conversant with Government rules and regulations having minimum 3 years experience in Pay Level 7 or above and exposure in dealing with cases pertaining to Finance & Cash.
  - (ii) Should have experience/ knowledge of maintaining Cash Book, Pay Bills Register, Contingent Bills, TA-DA, LTC, CGHS, CSMA and other Rules governing Central Govt. Employees.
  - (iii) Should be competent to deal with recovery and remittance of TDS, generation of Form 16, Income Tax Statement etc.
  - (iv) Should have thorough knowledge of MS Office and computerized data processing.
  - (v) Should be capable to deal with all kind of policy matters, tapering of variable increments of DRDS, DRTC and Admin & Allied.

**Government of India**  
**Ministry of Defence (DRDO)**  
**Terms of Reference (ToR) for Engagement of Consultant [Level- 8/9/10] in**  
**Legal (Court) Matters in DMRL**  
**Post Code: 2025/DMRL/275**

**1. Whether the proposed engagement is against vacant post or for specific work or project:**

Proposed engagement is required to carry out specific work assignments related to Legal (Court) Matters- Administration/Secretarial Work in DMRL.

**2. Precise statement of Objectives for appointment of consultant and discipline or domain where engagement of consultant is required:** To undertake assignments related to Legal (Court) Matters- Administration/Secretarial work in DMRL.

**3. Category of Work:** Non-Technical

**4. Number:** One

**5. Pay Level of Consultant (at the time of retirement/superannuation):** Pay Level 8/9/10

**6. Discipline or domain, where engagement of consultancy is required:**

**Legal (Court) Matters-Administration/Secretarial work**

**7. The expertise/skills/knowledge required for engagement as consultant:**

- i. The individual should maintain effective and proper liaison (a) within the Lab (b) in consultation with other Labs involved & (c) with the offices of the Central Govt. Counsels, Courts to ascertain the date of hearing of the Cases.
- ii. The individual should have at least 15 years of experience in handling legal (Court) matters and liasoning with Assistant Solicitor General & other Senior Central Govt. Standing Counsels, Branch Secretariat, Bangalore.
- iii. The individual should be familiar with the Office Locations of Assistant Solicitor General & other Senior Central Govt. Standing Counsels as the job involves liasoning& discussions even during late evening hours at their Offices/Residences.
- iv. The individual should be familiar with the SOP of handling of legal cases prepared by DOP, DRDO HQrs& correspondence with Branch Secretariat, Bangalore and DRDO HQrs (DOP & DMS).
- v. The individual should have good inter-personal skills & at least 15 years of experience in Administrative / Secretarial Work viz., drafting, typing, working experience on computers (MS Office & Acrobat Reader), Internet.

**8. Outline of the tasks to be carried out:**

- i. To examine thoroughly all the issues arising out of various notices/litigations/cause lists in High Court, Central Administrative Tribunal, City Civil Courts & other Lower Courts.
- ii. To interact with Police Authorities with regard to the cases involving employees who are in service.

- iii.** To coordinate/interact effectively with Establishments, Admin, Finance, Material Management & Works Groups of DMRL calling for parawise comments for preparation of reply statements covering brief facts of the case in consultation with Assistant Solicitor General & other Senior Central Govt. Standing Counsels, DRDO HQrs. for timely filing before Hon'ble High Court, Central Administrative Tribunal, City Civil Courts & other Lower Courts. Majority of the cases relate to service matters & a reasonable fraction related to land acquisition, additional compensation and manpower contract matters.
- iv.** To liaise on legal matters with Assistant Solicitor General & other Senior Central Govt. Standing Counsels at High Courts, Central Administrative Tribunal, City Civil Courts & other Lower Courts during court hours & discussions even during late evening hours at their Offices/Residences of the above Counsels.
- v.** Creation & Maintenance of all Legal Records in a systematic manner.
- vi.** At least 15 years of experience in Secretarial/Administrative work like drafting, typing and correspondence related to Legal and Administration matters.

**TERMS AND CONDITIONS**

**FOR ENGAGEMENT AS CONSULTANT IN THE LABS / ESTTS / UNITS OF DRDO**

1. The consultant shall perform the services as per Terms of Reference (TOR) and the task / jobs assigned to him/her by the Director of the concerned Lab / Estt / Unit, where he/she is engaged.
2. The working hours would be that of the working hours of the Lab / Estt / Unit where he/she is engaged.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits / leave will be granted.
4. The consultancy will start for a period of one year from the date he/she enters into the contract agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of the Government of India, Ministry of Defence, Department of Defence Research & Development letter no. DHRD/DRDO CONSULTANT/GUIDELINES/ E/685/D(R&D) dated 06-Jul-2022. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Secretary DD (R&D) shall have the right to examine / review / terminate the consultancy services provided by him/her at any time.
7. The consultant shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.
8. The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
9. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/her by DRDO in his/her capacity as Consultant.
10. The Department shall not be responsible for any loss, accident, damages / injury suffered by him/her whatsoever arising in or out of the execution of his/her work, including travel.
11. The Consultant shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt. employees.
12. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
13. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government. The engagement of Consultants is of a temporary (non-official) nature against the specific jobs.

**Declaration**

I, ..... (Name of the Consultant), S/O ..... hereby agree unconditionally with all above referred Terms and Conditions for engagement as Consultant in DRDO.

(Signature of the Applicant)

Name : .....

Date :

Place :

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVT.  
EMPLOYEES AS CONSULTANT IN DRDO**

1.	Post Code: 2025/DMRL/_____										
	Advertisement No.: DMRL/HRD/2025/Consultants/01										
2.	Name in Full:										
3.	Date of Superannuation:										
4.	Designation at the time of Superannuation:										
5.	Basic Pay & Pay Level at the time of Superannuation:										
6.	Name of the Organisation last served with address:										
7.	Date of Birth:										
8.	Age (as on closing date of advertisement):										
9.	Gender: Male / Female										
	Address for Correspondence:										
	Email ID:										
10.	Contact No. (Landline):.....	Mobile No.: .....									
11.	Educational Qualification (Graduation onwards):										
12.	<p>Areas of Research: (For Scientific / Technical Posts)</p> <p>Area of Specialization: (For Admin. Posts)</p>										
13.	<p>Complete record of services rendered in Organizations / Estts Before superannuation: (With special reference to the experience in the level of post for which application is made)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Post Held with Pay Level</th> <th style="width: 25%;">From</th> <th style="width: 25%;">To</th> <th style="width: 25%;">Subjects Handled (in brief)</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </table>			Post Held with Pay Level	From	To	Subjects Handled (in brief)				
Post Held with Pay Level	From	To	Subjects Handled (in brief)								
14.	<p>Complete list of published books / monographs Research papers etc.: (For Scientific / Technological Posts only)</p>										



15.	Details of Knowledge of Computer:
16.	Any other relevant information (please enclose separate sheet, if required) :

**Declaration**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect / incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this circular ready to accept all the terms and conditions (Appendix-A) for engagement of Consultants.

(Signature of the Applicant)

Date:-\_\_\_\_\_

**Following documents are to be enclosed by the applicant**

1. Identity Proof
2. Proof of Address
3. Copy of Pension Payment Order (P.P.O)
4. Copy of proofs of Educational Qualification
5. Copy of Service Verification Certificate

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